

# FY2024 Application Guide for Use of Childcare Facilities (Summary Version)

Adachi City's website is available in multiple languages. Application information can be viewed in 131 languages, including English, Chinese, and Korean.

## 1. Application Period and Reception Place

Month you wish to start admission	Application Reception Period	Valid Period of Application
2024 April	2023 November 20 (Mon.) – December 5 (Tue.)	2024 Until Sep. Admission
May	2024 March 18 (Mon.) – April 10 (Wed.)	Until Oct. Admission
June	April 11 (Thu.) – May 10 (Fri.)	Until Nov. Admission
July	May 11 (Sat.) – June 10 (Mon.)	Until Dec. Admission
August	June 11 (Tue.) – July 10 (Wed.)	2025 Until Jan. Admission
September	July 11 (Thu.) – August 10 (Sat.)	Until Jan. Admission
October	August 11 (Sun.) – September 10 (Tue.)	Until Apr. Admission
November	September 11 (Wed.) – October 10 (Thu.)	Until Apr. Admission
December	October 11 (Fri.) – November 10 (Sun.)	Until May Admission
2025 January	November 11 (Mon.) – December 4 (Wed.)	Until June Admission
<b>February/March</b>	<b>Application is not accepted.</b>	

### For April Admission:

- The applications will be accepted at the counter of the Child Facilities Admission Section or through the online application.
- The reception for bringing documents on the holiday will take place only on November 26 (Sun.) at the Adachi City Office.
- Reception hours at the counter of the Child Facilities Admission Section are from 9:00 a.m. to 4:00 p.m.
- Application documents submitted through online will be checked by the Child Facilities Admission Section, and after checking, we may contact you for additional documents.

### For the Admission on and after May:

- Applications will be accepted at the counter of the Child Facilities Admission Section or through the online application.
- Reception hours at the counter of at Child Facilities Admission are from 8:30 a.m. to 5:00 p.m.
- ※If you apply at the counter, application documents must arrive by August 9 (Fri.) for September admission, November 8 (Fri.) for December admission.
- On the holiday open days of the city office (the 4th Sunday of each month), we accept the application at the extraordinary reception desk of the Child Facilities Admission Section from 9:00 a.m. to 4:00 p.m.
- Application documents submitted through online will be checked by the Child Facilities Admission Section, and after checking, we may contact you for additional documents.

## 2. About documents to be submitted

- ① Check List for submitted documents
- ② Application for Certification for Education / Childcare Benefit (Certification of “Need for Childcare”) and (combined) Application for Use of Childcare Facilities
- ③ Family Status Declaration Letter
- ④ Documents to prove that you cannot take care of the said child at home. (Refer to Table 1)  
※It is required for both mother and father. Translation to Japanese is required if the proof is written in foreign languages.
- ⑤ Documents to prove the municipal residents’ tax amount for FY2023
  - For those who are not the resident of Adachi city as of January 1st, 2023, in principle, it is not necessary to submit the taxation (exemption) certificate of FY2023 residents’ tax because confirmation of the municipal residents’ tax is performed through information inquiry to other municipalities using the information linkage system.
  - For those who are not registered as a resident of Japan as of January 1, 2023, it is required to submit a copy of the income certificate or the like for the period from January 2022 to December 2022 in order to calculate the amount equivalent to the residents’ tax for the fiscal year 2023.
  - For those who do not agree the information inquiry to the other municipality through information linkage system, it is required to submit either “FY2023 Residents’ Taxation (exemption) Certificate or “Residents’ Tax Payment Notice” (a photocopy acceptable. It is required for both parents).
  - If parents/guardians have not filed residents’ tax return, please file in due course.
- ⑥ Private Accredited Kodomoen Facility Confirmation Certificate (Only when applying to Private Accredited Kodomoen)  
※Please get an explanation at Private Accredited Kodomoen and obtain an issuance from Kodomoen. The form of Confirmation Certificate is available at each Private Accredited Kodomoen.
- ⑦ Other documents (Refer to Table 2)  
Only when you submit the documents for applicable items, additional points may be given (or no subtraction effected) to your implementation standard index for childcare.  
※Necessary forms for application can be obtained at Child Facilities Admission Section and, only for April admission, at Adachi Welfare Offices (excluding Chubu 1st Welfare Section and 2nd Welfare Section) and at each Approved Nursery School, or Municipal Accredited Kodomoen.  
(The form can also be downloaded from the Adachi City website.)

## 3. Regarding the number of recruitments

Information on the number of recruitments will be announced at Child Facilities Admission Section, Adachi Welfare Offices (except for the Chubu 1st Welfare Section and 2nd Welfare Section) and on the Adachi City’s Website.

- ◎ For April admission, it will be kept announced from the beginning of November 2023 to December 19, 2023.
- ◎ For admission on and after May, it will be kept announced from the first day to the last day of the month before the month of use.

### **【Inquiries】 Adachi City Office 1-17-1 Chuo-Honcho, Adachi-ku 120-8510**

Inquiring Call Adachi	TEL 03-3880-0039 FAX 03-3880-0041
Adachi City Child Facilities Admission Section, Admission 1st to 3rd Subsection	TEL 03-3880-5263 (direct) FAX 03-3880-5703
Child Support Center, “GENKI” (On interviews with children in need of developmental support)	TEL 03-5681-0134 (direct) FAX 03-3852-2864

PC: <https://www.city.adachi.tokyo.jp/>

(Table 1)

No	Situation of Parents/Guardians	Documents to be submitted
1	Working full-time or part-time etc. (Including on the childcare leave)	<p><b>Work Certificate</b> (The certified date must be within 3 months as of the deadline date of the application.)</p> <ul style="list-style-type: none"> <li>• To be certified by the employer.</li> <li>• If the actual work records are not filled in except for the period immediately after the start of employment, or if the actual records filled in are not more than 1 month old, the index may become low. Therefore, as soon as the work records are determined, submit proof (salary slip, etc.) that shows the work records (working days, salary).</li> <li>• If you are on childcare leave, the column for taking childcare leave must be filled in. (You must reinstate by the first day of the month following the month of admission.)</li> </ul>
2	Self-employed or Side job, etc.	<p>◎Self-employed·····<b>Work Certificate and the documents to prove Self-employment.</b> For the proof of self-employment, refer to the items listed below.</p> <p>◎Side job·····<b>Work Certificate and the documents showing income.</b></p>
3	Expecting to start a full-time or part-time work, etc.	<p><b>Work Certificate</b> (Certified date must be within 3 months as of the deadline date of application.)</p> <ul style="list-style-type: none"> <li>• To be proved by the workplace where you were offered a job.</li> <li>• Re-submit the Work Certificate after having started employment.</li> </ul>
4	Planning to start own business	<p><b>Work Certificate and a copy of documents that prove the start-up of the business.</b></p>
5	From 2 months before childbirth to 2 months after childbirth	<p><b>Copy of the Maternal and Child Health Handbook</b> (The cover page and the page that can certify the delivery date or the expected date of birth.)</p>
6	Parents/Guardians are ill or have a mental or physical disability.	<p><b>Medical Certificate of the parents/guardians</b> (Certified date must be within 6 months as of the deadline date of application) or a <b>copy of Physically Disabled Certificate of the parents/guardians.</b></p>
7	Nursing or caring for a relative within the second degree of relationship	<p><b>Medical Certificate of the corresponding person</b> (Certified date must be within 6 months as of the deadline date of application) or a <b>copy of Physically Disabled Certificate or Certificate of Insured Person for Long-Term Care Insurance, etc.</b></p> <ul style="list-style-type: none"> <li>• Please write details of nursing or caring in the Family Status Declaration Letter (back side) as well.</li> </ul>
8	Attending school currently, or admission has been decided. (Culture courses or the like are excluded.)	<p><b>Student Registration Certificate</b> (Certified date must be within 3 months as of the deadline date of the application.) If you cannot submit in the form created by the Adachi City, Student Registration Certificate in the school form is acceptable (time schedule, etc. may be requested separately).</p>
9	During Job search activities	<ul style="list-style-type: none"> <li>• Submit the <b>Work Certificate</b> after starting work.</li> <li>• If you correspond to numbers 1 or 2 in Table 2, submit the relevant documents.</li> <li>※ If we cannot confirm that parents/guardians have started to work within 3 months after admission, the said child must withdraw from the facility.</li> </ul>
10	Others	Please inquire any question to Child Facilities Admission Section.

【About the proof of self-employed business】

For self-employed applicants, the documents to be submitted differ depending on the business type. Please submit with reference to the following documents.

◆Sole proprietor:

Work Certificate + Copy of 【Page 1 & 2】 in the Final Tax Return for the most recent year  
Copy of Notification of Opening Business  
Copy of Operating License, etc.

◆Corporate operator (executive):

Work Certificate + Copy of Explanatory Leaflet of Corporate Business Fact Sheet of the most recent year  
Copy of the Certificate of Full Registry Records  
(Certified date must be within 6 months as of the deadline date of application.)  
Copy of Operating License etc.

(Table 2)

No	Situation of household	Documents to be submitted
1	Parents/Guardians who are searching for job or have been offered a job, or plan to open business, have prior working records for over one year. (except for the case where the unemployment period exceeds 5 months as of each deadline date of application.)	Documents to confirm <u>the working records and working period</u> (start date and exit (or schedule to exit) date) of the previous job. (e.g.) Work Certificate in which the start date of employment and the exit date from employment are specified.
2	The leader of the livelihood (the largest taxpayer in the household) is unemployed. (However, the said person must have a work record of one year or more within 3 months of each deadline date of application.)	<ul style="list-style-type: none"> <li>Any one of Separation Slip, Employment Insurance Recipient Certificate, or Work Certificate in which the exit date is specified.</li> <li>Taxation Certificate of all parents/guardians for the most recent fiscal year (copy acceptable)</li> </ul>
3	All parents/guardians are exempt from residents' tax (except for the household receiving public assistance and the household whose tax payment obligation is in a foreign country).	Tax Exemption Certificate of all parents/guardians (see※below.) (copy acceptable) ※The required fiscal year differs depending on the month of the admission request. Admission from Apr. to June, 2024: for FY 2023 Admission from July 2024: for FY2023 or FY2024 Admission from Aug.2024 to Jan. 2025: for FY 2024
4	Households receiving public assistance	Certificate of Public Assistance Recipient (issued by the Welfare Office under jurisdiction) ※The certified date must be within 3 months as of the deadline date of the application.
5	One of the parents of the applying child does not exist.	Copy of the page showing the expiration date of the Child Support Allowance Certificate (cover page) and the page showing the name of the parent/guardian, or a copy of the Single Parent Medical Certificate (if none of the above are available, Residence Certificate listing all members of the household).
6	One of the parents has been absent for longer than three consecutive months as of the deadline date of the relevant application (including the case that he or she has already been in long-time absence and such absence is expected to become longer than 3 months).	Documents confirming the reason for a long-time of absence and the length of absence. (e.g.) Work Certificate that describes the inter-company transfer unaccompanied by family or the transfer to an overseas assignment, or proof of hospitalization, etc.)
7	In the same household under Residence Certificate, there is a holder who has one of the following.: Physically Disabled Certificate, <i>Ai-no-Techo</i> , or Mental Disability Certificate.	Copy of the Disability Certificate (the one within the validity period)

8	<p>If parents/guardians agreed and decided to apply for childcare for children in need of developmental support.          ※Please contact “Child Support Center GENKI” in advance for an interview. We will ask you about your child’s conditions, and make an interview with the child as necessary.          Note that during November 20 through December 5 (from 9 a.m. to 4 p.m., reception ending at 3:30 p.m.), an interview will be conducted at the Adachi City Office (no need for an appointment).</p>	<p>Copy of Application for Use of Childcare for Children in Need of Developmental Support (The one used at an interview at the Child Support Center GENKI)</p>
9	<p>At the time of application, if the child is attending the certified nursery school, the corporate-driven nursery facility, or the corporate on-site nursery, etc. for a fee and under a monthly contract (except for the childcare leave period).</p>	<p>Copy of the Acceptance Certificate or the contract and receipt of the childcare fee for the most recent month.          ※The certified date must be within 3 months as of the deadline date of the application.          ※If you were on childcare leave at the time of application and reinstated after application, the points will not be added without submitting the work certificate with the written reinstatement date.</p>
10	<p>For children currently enrolled in the certified nursery school, the corporate-driven nursery facility, or the corporate in-house nursery and going to graduate from due to the upper age limit, and so, wish to enroll in April (April enrollment only).</p>	<p>Acceptance Certificate          ※Certified within 3 months as of the application deadline</p>
11	<p>Although there are children’s grandparents who are under 65 years old in the same household under the residence record, they cannot take care of the child in place of parents/guardians.</p>	<p>Documents to prove the reasons that the grandparents cannot take care of the child (refer to “documents to prove that you cannot take care of the said child at home”, table 1)          ※If you do not submit these documents, there will be a reduction in your index.</p>
12	<p>When parents/guardians are working at the Adachi City nursery facilities (nursery facilities that can adjust usage, uncertified nursery facilities (nurseries certified by the Tokyo Metropolitan Government, corporate-driven nursery facilities) or at the private kindergartens as a licensed person such as a nursery teacher, nurse, or kindergarten teacher (including those who are going to reinstate from childcare leave) or such a job has already been offered.</p>	<p>Copy of qualification certificate or the like (nursery teacher/nurse license /kindergarten teacher license) and” Consent Form on the Priority Admission of Nursery Teacher, etc.”          ※The Consent Form on the Priority Admission of Nursery Teacher, etc.” is distributed at the Child Facilities Admissions Section and can also be downloaded from the city’s website.</p>